

Guidelines for Short Term Scientific Missions (STSM)

Glossary of relevant of EC / COST acronyms:

STSM:	Short Term Scientific Mission, minimum 5 calendar days, maximum 90 calendar days within one grant period, total grant ≤ 2,500 EUR, max. 160 EUR/day
ECI:	Early Career Investigator, post doc or similar, up to 8 years after receiving PhD
ECI-STSM:	special STSM for ECI only, in this case minimum 91 calendar days, maximum 180 calendar days, total grant ≤ 3,500 EUR, max. 160 EUR/day
IPC:	International Partner Countries
ITC:	Inclusiveness Target Countries
NNC:	Near Neighbour Countries

STSM eligibility rules (cf. COST Vademecum sect. 7.1, p.35)

- Applicant from COST CA16235 participating or cooperating member country for STSM in a wide variety of host institutions (for eligible hosts see Vademecum p. 35)
- Applicant from NNC or EU RTD organisation for STSM in COST CA16235 participating or cooperating member country
- Master students: In general NOT eligible, BUT if employed by their home institution during STSM (e.g. as student or teaching assistant), even Master students may be accepted; STSM coordinator and MC must approve appropriateness of STSM.

STSM evaluation criteria for ranking and selection of applications

General rules and formal checks:

- applications **MUST** be submitted via <<https://e-services.cost.eu/STSM>>, after registration in e-COST via <<https://e-services.cost.eu/user/registration/register>>
- decisions about incoming STSM applications every three months
- check if STSM eligibility rules fulfilled (cf. COST Vademecum sect. 7.1, p.35)
- STSM within a single Grant Period, within Action's lifetime
- scientific report due within 30 days after end of STSM
- monitor gender balance of all applications
- monitor number of previous STSMs of the applicant's home institution, pursue wide-spread distribution of STSMs
- Master Student STSM applicants need interview with STSM Coordinator (phone, Skype) and recommendations of host and home institutions
- minimum of 20 hours per month employment of Master students required

Ranking and selection of eligible applications according to the following criteria:

1. available budget
2. benefit of specific STSM for COST Action CA16235
3. mutual scientific benefit for host and home institution
4. gender balance
5. applications from ITCs / NNCs
6. ECI-STSM applications (i.e. > 90 days)
7. normal STSM applications of ECIs from ITCs / NNCs (i.e. short-term < 90 days)
8. applications of ECIs to ITCs / NNCs
9. all other applications to ITCs / NNCs
10. all other applications